



HEADQUARTERS MEMORANDUM 14-04

File With: FC 360

Distribution: All

Date: 11-24-14

Subject: Recruitment Award Initiative

This department, along with many other police agencies, is experiencing difficulties in hiring sufficient numbers of quality people to address short and long-term personnel shortages

This award program provides for the choice of an annual leave award of 40 hours or a **\$1,000.00** cash award for those employees who successfully sponsor a police officer candidate or police tele communicator. All prospective employees will be required to *indicate the name of the referring employee into the online recruitment system at the time of original application*. The award will be granted when either the officer completes the training academy or when the tele communicator candidate is granted permanent status. Eligible employees are authorized *only one* recruitment award per *academy class*. The annual leave award would be in addition to the 40-hour maximum annual leave award now in effect.

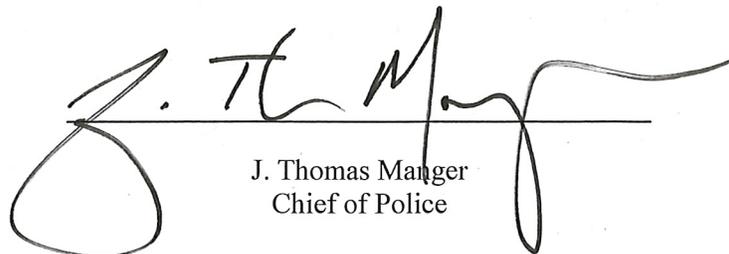
Some department employees, because of their position, rank, or role in the hiring/training process would not be eligible for the program. These employees are:

- Anyone of the rank of captain (MII as a civilian) or above.
- *Anyone who has worked in the same Division as an explorer, intern or volunteer who is hired by the Department.*
- Anyone assigned temporarily or permanently to the Personnel Division.
- Anyone who serves on an oral hiring board.
- Anyone who attends/participates in an event that is assigned by the Personnel Division, to recruit applicants for the Department.
- Anyone assigned to the Training and Education Division.
- Those employees serving in a training capacity at any point in the training process. The Personnel Division will monitor the sponsored recruit to ensure that the recruit is not assigned to the same unit/shift as the sponsoring employee.

The Director, Personnel Division, will be responsible for tracking, monitoring, coordinating, and evaluating the program.

Anyone who would like additional information regarding this program should contact the Personnel Division (240) 773-5310.

This HQ Memorandum 14-04 cancels HQ Memorandum 00-06, dated 10-31-2000.



J. Thomas Manger
Chief of Police